



NEW JERSEY ARMY NATIONAL GUARD
JOINT FORCE HEADQUARTERS
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FORT DIX, NEW JERSEY 08640-5606

ARMY BULLETIN NO. 33

1 December 2007

PROCESSING CONDITIONAL RELEASE APPLICATIONS

1. References.

- a. AR 135-175, Separation of Officers, 28 February 1987.
- b. AR 135-91, Service Obligations, Methods of Fulfillment, Participation Requirements and Enforcement Procedures, 1 February 2005.
- c. AR 140-10, Assignments, Attachments, Details and Transfers, 15 August 2005.
- d. NGR 600-200, Enlisted Personnel Management, 1 March 1997
- e. Memorandum, National Guard Bureau, 30 October 2007

2. Purpose. This bulletin provides the procedures governing requests for conditional release.

3. Applicability. This policy is applicable to all New Jersey Army National Guard (NJARNG) Soldiers requesting conditional release for the purpose of enlistment and/or appointment into the Regular Army, United States Army Reserve or any other military component. The contents of this bulletin are directive in nature; in case of conflicts, Army Regulations will take precedence.

4. Background. Our Soldiers have made a contractual obligation to the NJARNG. Therefore, it is important to realize that a conditional release does not have to be approved. Due to our unprecedented role to federally mobilize units to support the Global War on Terrorism (GWOT) while simultaneously maintaining elements capable of responding to any state emergencies and homeland defense purposes, we must ensure that we do everything that is within our scope to retain our Soldiers.

5. Responsibilities.

a. Assistant Adjutant General (AAG). The AAG is the approval authority for all conditional releases. He is granted the responsibility to approve or deny conditional releases on behalf of The Adjutant General. The AAG will review all conditional release applications and carefully evaluate its merits on a case by case basis. Conditional releases may be granted for exceptional employment and/or hardship cases that could not be mitigated by the Soldier's chain of command and/or alleviated by opportunities within the NJARNG.

b. Commanders. Company Commanders are primarily charged with the responsibility of interviewing and counseling Soldiers that are requesting conditional releases. This responsibility will not be sub-delegated. If the request for conditional release is made for employment or hardship purposes, the company commander will work with the chain of command to employ all available means and instruments to retain such Soldiers.

Due to our increased Operational Tempo, we can offer our Soldiers several long-term and short-term employment opportunities/options. All of these opportunities must be leveraged in our efforts to retain our Soldiers.

6. Processing Conditional Releases.

a. Once a service recruiter submits a Department of the Army (DA) Form 368 (Request for Conditional Release) on behalf of one of our Soldiers, the Company Commander will interview and counsel the Soldier and submit a recommendation to the Battalion Commander.

b. The Battalion Commander will review the application and coordinate with the Major Subordinate Command (MSC) and the Joint Force Headquarters in order to mitigate the situation. If the condition that is causing the Soldier to request a conditional release has not been favorably adjudicated, the Battalion Commander will forward his recommendation, with all attached documentation to the MSC, who will in turn forward the application and his/her recommendation to the G1. The G1 will present the application to the AAG who will in turn review, evaluate and make a decision.

c. If a conditional release is approved, the G1 will notify the Soldier's chain of command (MSC) so that the Soldier can clear supply and complete any other administrative requirements prior to his/her separation from the NJARNG. If the release is not approved, the application packet will be returned to the respective MSC. The MSC will notify the applicant and the recruiter of such decision. Soldiers are not authorized to make personal appearances before the AAG. Soldiers must continue to drill with their units of assignment throughout this process.

d. Soldiers will not be released from their NJARNG obligation until they have served a minimum of nine (9) months with the NJARNG following the completion of basic training. The Adjutant General retains the authority to grant exceptions to this clause.

e. Recruiters from other components are not authorized to personally hand-carry any conditional release applications or make any personal visits to any members of the chain of command above the Battalion-level.

OFFICIAL:

A handwritten signature in dark ink, appearing to read 'J. Grant', with a long horizontal line extending to the right.

JAMES J. GRANT
COL, GS, NJARNG
Chief of Staff

GLENN K. RIETH
Major General, NJARNG
The Adjutant General

DISTRIBUTION: J